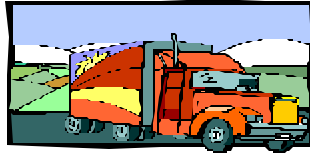
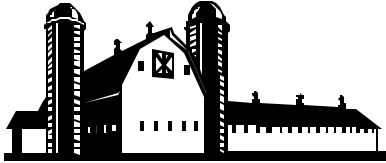


# The Commodity Shelf

Department of Elementary and Secondary Education, School Food Services Section

September 2004



For information phone 573-751-2646/9424/7253 or fax 573-526-3897

## REMINDERS

In some instances Sunny Fresh Foods is banding two cases together due to case size restrictions. When you receive your bill note that for billing purposes, the banded cases are counted as two cases not one. Example: 40005 Diced Egg you will receive two 20 pound cases banded together for a total of 40 pounds. The bill from Sunny Fresh will reflect two 20 pound cases at \$11.65 per case.

## NEWS FLASH

East Side Entrees has revised their refrigerated order form and increased their prices. Please be sure to download the new order form.

## Reminders on Placing Orders

Be sure when you are ordering Open Order items you are using the most current form. The date is located on the lower left hand corner and also on the top of the form.

If you submit more than one order form per month, be sure to specify on the second order form that it is an add-on. If you do not specify that it is an add-on, the most recent order will be processed for delivery.

## COMMODITY COMPLAINT SYSTEM

USDA offers two ways in which commodity complaints can be made. LEAs can call the hotline 1-800-446-6991, or record the complaint by e-mailing [CommodityComplaints@fns.usda.gov](mailto:CommodityComplaints@fns.usda.gov)

# Prorated Commodities

Following is a listing of PRORATED entitlement and bonus commodity items expected to be available for the 2004-2005 school year. These items are prorated based upon your ADP. **If you wish to refuse all, or any part of your allocation, your Authorized Representative must notify our office in writing at least 6 weeks in advance of the estimated delivery period.** These commodities are for use in authorized feeding programs only. Commodities, amounts, and delivery dates are subject to change.

<u>FRUITS AND VEGETABLES</u>	<u>Pack Size</u>	<u>Estimated Delivery Period</u>	<u>Estimated Value</u>
Pears, Diced, canned (58) (1 <sup>st</sup> alloc)	6/#10 case	Start Sept. 1 – Complete Oct. 15	\$16.96
Potato Rounds, frozen (40)	6/5 lb case	Start Sept. 1 – Complete Oct. 15	\$11.62
Pineapple Tidbits, canned (83)	6/#10 case	Start Oct. 1 – Complete Nov. 15	\$25.25
Peach Cups, frozen (54) (1 <sup>st</sup> alloc)	96/4.4 oz cups	Start Oct. 1 – Complete Nov. 15	\$20.96
Pear Halves, canned (58)	6/#10 case	Start Oct. 1 – Complete Nov. 15	\$18.83
Peaches, Diced, canned (39)	6/#10 case	Start Oct. 1 – Complete Nov. 15	\$15.36
Pears, Diced, canned (58) (2 <sup>nd</sup> alloc)	6/#10 case	Start Oct. 1 – Complete Nov. 15	\$16.96
Corn, frozen (40) (1 <sup>st</sup> alloc)	30 lb case	Start Nov. 1 – Complete Dec. 15	\$12.45
Pears Sliced, canned (58)	6/#10 case	Start Dec. 1 – Complete Jan. 15	\$17.39
Pineapple, Chunks, canned (83)	6/#10 case	Start Jan. 1 – Complete Feb. 15	\$25.46
Peach Cups, Frz (54) (2 <sup>nd</sup> alloc)	96/4.4 oz cups	Start Jan. 1 – Complete Feb. 15	\$20.96
Fruit Mix, canned (58)	6/#10 case	Start Jan. 1 – Complete Feb. 15	\$12.10
Corn, frozen (40) (2 <sup>nd</sup> alloc)	30 lb case	Start Jan 1 – Complete Feb. 15	\$12.45
Potato Wedges, frozen (39)	6/5lb case	Start Jan. 1 – Complete Feb. 15	\$10.97
Peaches Sliced, canned (45)	6/#10 case	Start March 1 – Complete April 15	\$17.34
Green Beans, canned (51)	6/#10 case	Start March 1 – Complete April 15	\$16.09
<u>MEAT/MEAT ALTERNATE</u>	<u>Pack Size</u>	<u>Estimated Delivery Period</u>	<u>Estimated Value</u>
Am. Sliced Cheese (40)(1 <sup>st</sup> alloc)	6/5 lb loaves	Start Sept. 1 – Complete Oct. 15	\$52.84
Cut-Up Chicken (26) (1 <sup>st</sup> alloc)*	40 lb case	Start Oct. 1 – Complete Nov. 15	\$22.40
Ground Beef (23) (1 <sup>st</sup> alloc)*	8/6 lb loaves	Start Oct. 1 – Complete Nov. 15	\$61.97
Mozzarella Cheese (49) (1 <sup>st</sup> alloc)*	8/6 lb case	Start Oct..1 – Complete Nov. 15	\$59.25
Ground Beef (28) (2 <sup>nd</sup> alloc.)*	8/6 lb loaves	Start Nov. 1 – Complete Dec. 15	\$61.97
Cut-Up Chicken (26) (2 <sup>nd</sup> alloc)*	40 lb case	Start Jan. 1 – Complete Feb. 15	\$22.40
Am. Sliced Cheese (40) (2 <sup>nd</sup> alloc)	6/5 lb loaves	Start Nov. 1 – Complete Dec. 15	\$52.84
Mozzarella Cheese (72) (2 <sup>nd</sup> alloc)*	8/6 lb case	Start Jan..1 – Complete Feb. 15	\$59.25
Ground Beef (28) (3 <sup>rd</sup> alloc)*	8/6 lb loaves	Start Feb. 1 – Complete March 15	\$61.97
Am. Sliced Cheese (38) (3 <sup>rd</sup> alloc)	6/5 lb loaves	Start Feb. 1 – Complete March 15	\$40.42
<u>OTHER</u>			
(B) Pudding, Vanilla (28)	48/3.5 oz cup	Start Oct. 1 - Complete Nov. 15	\$17.42
(B) Pudding, Choc. (28)	48/3.5 oz cup	Start Oct. 1 – Complete Nov. 15	\$16.96

The number shown in parenthesis for above product means your LEA will receive approximately one (1) case of that product per that number of Average Daily Participants (ADP).

*Example: Peas, Frz (56) The number in parenthesis is the number of cases you will receive per ADP.*

If you have an ADP of 112 you can expect to receive 2 cases of Peas, Frz.  $112 \div 56 = 2$  cases

\* If you had 25%, 50%, etc. of this product processed, adjust your ADP accordingly when calculating allocation rates. If you had 100% of this product processed, you will not receive any.

# COMMODITY ORDER FORM

## DEADLINE THE 15<sup>TH</sup> 12 NOON

Following is a listing of entitlement and bonus commodity items that we anticipate receiving for the 2004-2005 School Year. This listing is updated monthly. Items designated (a) and (b) are charged against entitlement. Bonus items designated (B) are not charged against entitlement.

**These items, if needed, must be ordered. Orders must be in this office no later than 12 noon on the 15<sup>th</sup> day of September for October.** You may obtain these commodities one of three ways. You may write, telephone, or fax your orders.

**Delivery Month** \_\_\_\_\_

NAME OF SCHOOL -----			AGREEMENT NUMBER ____ - ____ - ____
Commodity	Pack Size	Value	Number of Cases Ordered
(B) Dry Milk, Noninstant	55 lb bag	\$55.97	B.
Cornmeal, Degermed	4/10 lb bag	\$ 6.44	C.
Flour, All-Purpose	4/10 lb bag	\$ 6.83	D.
Flour, Bread	4/10 lb bag	\$ 6.75	E.
Flour, Whole Wheat	4/10 lb bag	\$ 6.36	F.
Macaroni, Enriched	20 lb case	\$ 4.54	G.
Rotini, Enriched	20 lb case	\$ 4.96	H.
Spaghetti, Enriched	20 lb case	\$ 4.62	I.
Salad Oil	6/1 gallon	\$17.90	J.
Shortening, Liquid	6/1 gallon	\$18.98	K.
Shortening, Solid	12/3 lb can	\$22.74	L.
Peanut Butter	6/5 lb jar	\$20.25	M.
Oats, Rolled	12/3 lb bag	\$ 8.59	N.
Rice, Parboiled	25 lb bag	\$ 4.12	O.
Pinto Beans, Dry	25 lb bag	\$ 6.06	P.
Eggs, Whole, Frozen	6/5 lb crtn	\$25.74	R.
Raisins, Dried *	24/15 oz pkg	\$13.06	X.
Bakery Mix, Lo-fat	6/5 lb bag	\$18.76	AC.
Carrots 30*	30 lb ctn	\$ 9.04	AD.
Trail Mix*	5/5 lb bag	\$33.73	AH.

**TOTAL CASES ORDERED** \_\_\_\_\_

\* Denotes limited quantities available.

Department of Elementary & Secondary Education  
School Food Services  
P.O. Box 480  
Jefferson City, MO 65102  
FAX: 573-526-3897  
PHONE: 573-751-2646

MO 500-2146  
September 2004

# Commodity Delivery System Information

(Please keep this information for future reference)

**Food Distribution Associates, LLC.**, is contracted for the warehousing and distribution of USDA donated foods to all schools in the state of Missouri.

Contact person: Ms. Angie Jackson  
Phone: 866-473-9700 or 816-833-2000

*The above phone numbers are for emergency situations and special problems only. **Please do not make monthly calls to Food Distribution Associates inquiring about what is going to be delivered or the date of your delivery.** The following notification system is set up to let you know these facts.*

## Notification Process

- Food Distribution Associates sent a postcard in July to all schools stating what **week of the month** your commodity delivery will be. This will be consistent throughout the year except for November and December when delivery dates may be changed due to the holidays.
- Approximately 5 days in advance of your delivery you will receive a fax stating what items will be delivered, along with the date and time of your delivery.
- Please make sure to contact Food Distribution Associates if your phone or fax number changes.
- The contract for transportation of commodities to your school is **between the state of Missouri and FDA**. The rate paid for transportation is based on all schools (we have over 800 drop points) following the procedures outlined in the contract. Many schools want to dictate their delivery times and days. This is **not** possible under this contract agreement. If you cannot or will not make arrangements to accommodate the transportation company, **you will be asked to make separate arrangements to pick up your commodities at your expense.**

**Participation in the Commodity Program requires each school to make arrangements to be able to accept deliveries between 7:00 a.m. and 4:00 p.m., August through April, on Monday thru Friday except the following holidays:**

<b>September 6</b>	<b>Labor Day</b>
<b>November 24, 25, 26</b>	<b>Thanksgiving Break</b>
<b>December 20- January 3</b>	<b>Christmas/New Year's Break</b> (deliveries to commercial warehouses and schools that have made special arrangements may be made during this time)
<b>January 17</b>	<b>Martin Luther King Day</b>
<b>February 21</b>	<b>Presidents' Day</b>
<b>April 25</b>	<b>Good Friday</b>
<b>April 28</b>	<b>Monday following Easter</b>

### **When the Truck Arrives...**

Check each and every item on your delivery against the delivery ticket. Any shortages or overages must be noted on the ticket the driver has **before** the driver leaves your premises. Our office receives a copy of these tickets so we can track shortages/overages.

Accept all damaged product and recoup any of the product that can be used. **Note on the delivery ticket the amount of the item(s) that is not usable** (e.g., exposed items). **(Make sure you are noting this on the driver's copy.)** If you have special concerns about a damaged product or if the damage is more extensive than noted on ticket, please call our office and report this.

At times the delivery truck may be behind schedule due to mechanical failure, bad weather, or problems unloading at a previous site. We appreciate any cooperation you can give the driver in getting the truck unloaded after 4:00 p.m. However, if a driver has arrived the afternoon **before** the day scheduled, you are under no obligation to unload the truck if this situation causes a hardship for you.

**Do not** accept any items that are **not** listed on your delivery ticket. They belong to another school and the driver needs to return them to the warehouse so we can get the items to the right place.